

Institutional Repository Project Implementation Timeline 2008

Start Date	Completion Date	Activity/ Task	Description of Activity/Task	Responsible Party
01/02/2008	08/02/2008	Unisa IR Role Players	Identify initial role players for launch of pilot project (Pilot Group)	Dudu Nkosi & Team
01/02/2008	08/02/2008	Champion Collections	Identify champion collections for pilot project	Ansie van der Westhuizen Marié Botha
01/02/2008	Cont.	Unisa IR Name	Start thinking on how you plan to refer to your IR	Dudu Nkosi & Team
	Cont.	Unisa IR Mailing List	Compile an internal IR mailing list to communicate with all IR role players at UNISA	Lettie Erasmus
	Cont.	Unisa IR Intranet Web	Create a working area where you can document everything on your IR – e.g. proposal, business plan, policies, training tutorials etc.	Lettie Erasmus Ansie van der Westhuizen
06/03/2008	14/02/2008	Training: Administering the IR & various roles	Address the following: - Overview of DSpace - Workflow - Roles & Responsibilities	External Consultant ina.smith@up.ac.za
15/02/2008	14/02/2008	IR Community/ Collection Structure	Discuss & finalize	Dudu Nkosi & Team & Consultant
15/02/2008	Cont.	IR Policy & Collection Policies	Start compiling your IR policy, and also collection policies for individual collections. Make use of a collection policy template.	Dudu Nkosi & Team & Consultant
25/02/2008	29/02/2008	Deploy IR on Developmental Server		Lettie Erasmus
03/03/2008	07/03/2008	Evaluation: IR on Developmental Server	According to Evaluation Instrument. Identify bugs; make recommendations on customization of DSpace (needs analysis), e.g. re	IR Pilot Group

			submission forms, user authentication etc. Forward report to IR IT Manager.	
10/03/2008	14/03/2008	Deploy IR on Quality Assurance Server		IR IT Manager
17/03/2008	21/03/2008	Evaluation: IR on Quality Assurance Server	According to Evaluation Instrument. Identify bugs. Forward report to IR IT Manager.	IR Pilot Group
24/03/2008	30/04/2008	Training & marketing material	Develop training & marketing material for your IR (ppt, pamphlets, web); Make available via intranet/ external web where applicable.	Noel Shillinglaw
01/04/2008 (Specific dates to be scheduled)	30/04/2008	Training: All role players		External Consultant ina.smith@up.ac.za
		Training: Digitization	Training on best practice re digitization for all material. Develop Digitization Policy	UP Digitization Specialist ria.groenewald@up.ac.za
		Training: Metadata	Training on best practice re metadata for all material. Develop Metadata Policy	UP Metadata Specialist amelia.breytenbach@up.ac.za
		Training: eCopyright	Training on best practice re copyright for all material. Develop Copyright Policy	UP Copyright Officer jacob.mothutsi@up.ac.za
		Training: Open Access	Overview on Open Access & developing an open access policy for your institution.	UP Open Scholarship Assistant Director monica.hammes@up.ac.za
		Training: Marketing & getting buy-in from library staff, faculty	Best practice shared	External Consultant ina.smith@up.ac.za
31/03/2008	04/04/2008	2 nd Deployment: Quality Assurance Server		Lettie Erasmus
07/04/2008	11/04/2008	2 nd Evaluation: IR on Quality Assurance Server	Conduct final evaluation	IR Pilot Group
14/04/2008	18/04/2008	Deployment: Production Server	Deploy IR on Production Server	Lettie Erasmus
21/04/2008	25/04/2008	Evaluation: IR on Production Server	Forward report to IR IT Manager.	IR Pilot Group

28/04/2008	30/04/2008	Finalize IR on Production Server		Lettie Erasmus
05/05/2008	09/05/2008	Overview of IR to library staff	Overview	External Consultant ina.smith@up.ac.za
		Finalize IR roles	Description of roles; Integrate as part of role/job descriptions.	Dudu Nkosi
		Register IR	Register IR with international harvesters	IR Manager & Consultant

Please note: The above is only a proposed timeline. Implementation thereof will depend on the availability of UNISA resources (human, IT, financial, time etc.). The University of Pretoria or the external consultant (Ina Smith) will not be held responsible for any unforeseen events that may impact on the above, resulting in the IR not available on the scheduled date.